

**BYLAWS
ENVIRONMENTAL HEALTH ADVISORY COMMITTEE
OF THE
MCHENRY COUNTY BOARD OF HEALTH**

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ENVIRONMENTAL HEALTH ADVISORY COMMITTEE
OF THE
MCHENRY COUNTY BOARD OF HEALTH

**ARTICLE I
NAME**

The name of this body shall be the Environmental Health Advisory Committee of the McHenry County Board of Health

**ARTICLE II
PURPOSE**

To act under the direction of the McHenry County Board of Health (hereafter referred to as BOH) and to act in an advisory capacity to Department staff and the BOH regarding environmental issues in McHenry County; to assist the Division of Environmental Health in maintaining liaison with other similar providers of service and to promote ongoing community information and networking. The Committee will focus on the affect of the environment on public health. There will be an emphasis on sustainability, education and access to information by the general public. The ultimate authority to make decisions regarding the programming and activities of the Division of Environmental Health will continue to reside in the power and duties of the Department of Health and BOH.

**ARTICLE III
MEMBERSHIP AND TERMS**

A. Size and Composition

Membership on the Environmental Health Advisory Committee of the BOH (hereafter referred to as the EH Advisory Committee) is available to McHenry County residents, organizations or providers who have an interest in promoting a healthy environment and an improved health status for all of the residents of McHenry County, Illinois. The EH Advisory Committee shall consist of a minimum of nine (9) and a maximum of twelve (12) members appointed by the BOH as follows:

- Natural Resource Specialist
- Private Sewage Specialist
- Potable Water/Groundwater Specialist
- Food Protection Specialist
- Solid Waste Specialist
- Environmental Group Representative

- Educator
- Representative from General Public
- Municipal/Township Representative
- Director of Environmental Health
- Department of Planning & Development Staff Representative
- Board of Health Member Liaison

B. Terms and vacancies

Appointment to the EH Advisory Committee shall be for a term of two (2) years excepting initial or transitional appointments during the first two (2) years of the EH Advisory Committee. Each individual's term shall be initially determined by drawing lots. Any vacancies occurring in the EH Advisory Committee shall be filled by appointment of the BOH.

C. Removal

The EH Advisory Committee may recommend the removal of any member to the BOH by a two-thirds majority vote.

D. Role of Designated Staff

The role of Department and County staff shall be to provide technical advice to the Committee. Staff shall act in an ex officio capacity.

ARTICLE IV OFFICERS

A. Officers

The officers of the EH Advisory Committee shall be the Chair and Vice-Chair.

B. Election and Term of Office

The officers shall be elected by the EH Advisory Committee during the annual meeting of the Committee and shall take office at the first Committee meeting following the election. Term of office shall be for one (1) year and no member may hold office more than two (2) full consecutive terms. Each officer shall hold office until his successor shall have been duly elected or until said officer shall resign or shall have been removed in the manner hereinafter provided.

C. Removal

Any officer elected by the EH Advisory Committee may be removed by the Committee with two-thirds majority vote for just cause.

D. Vacancy

A vacancy of any office because of resignation, removal or any other reason may be filled by election for the unexpired portion of the term from the remaining Committee members.

E. Chair

The Chairman shall be elected from the EH Advisory Committee and shall preside at all meetings of the Committee. The Chair shall be kept advised of the affairs of the Committee. The Chair shall have the usual powers, duties, and authority commonly vested in the Office of Chair and shall perform other duties as may be assigned by the Committee.

F. Vice-Chairman

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and shall perform such other duties as from time to time may be assigned by the Committee.

G. Minutes and Meeting Notices

All meetings will be conducted utilizing Roberts Rules of Order and in compliance with the Illinois Open Meetings Act. The Director of Environmental Health or his/her secretarial designee shall keep minutes of all the meetings of the EH Advisory Committee. The Director of Environmental Health or his/her secretarial designee shall give notice of all meetings of the Committee in accordance with the provision of these Bylaws.

H. Nomination of Officers

A nominating committee shall be appointed by the Chair with the EH Advisory Committee approval, prior to the annual meeting. Nomination for officers for the coming year shall be submitted to the Committee during the annual meeting and additional nominations may be made by a member or members of the Committee from the floor.

ARTICLE V MEETINGS AND VOTING

A. Annual Meeting

The annual meeting shall be the first meeting after June of each year.

B. Regular and Special Meetings

Regular meetings of the EH Advisory Committee shall typically be held quarterly at a time and place to be decided by the Committee; however, a meeting can be called at the request of any two (2) Committee members.

C. Notices

Notices of meetings shall be communicated to each member at his/her preferred mailing or email address. Notice of any special meetings shall be sent at least two (2) days prior to said meeting.

D. Quorum

A majority of the EH Advisory Committee appointed members shall constitute a quorum for a transaction of business at any Committee meeting.

E. Voting

All questions shall be decided by majority vote of the EH Advisory Committee members present and voting.

ARTICLE VI SUB-COMMITTEES

The EH Advisory Committee may form sub-committees to review specific topics in more detail. The sub-committee(s) shall report findings or recommendations back to the full EH Advisory Committee.

**ARTICLE VII
PROXY**

An absent EH Advisory Committee member shall not be allowed to vote by proxy.

**ARTICLE VIII
AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular or special meeting of the BOH.